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**NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED**

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**(Check or money order only-NO CASH)**

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**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE**

**announces**

**PROMOTION EXAMINATION**

**for**

**TYPIST/KEYBOARD SPECIALIST**

**APPLICATIONS ACCEPTED TO: August 14, 2013**

**LOCAL NO. 322**

**EXAMINATION WILL BE HELD: September 14, 2013**

**LOCATION/VACANCIES:** This examination is being held to establish an eligible list to be used as promotional vacancies occur within all agencies administered by Warren County Civil Service. **SALARY:** Varies with location.

**DUTIES:** (illustrative only)

Types forms, letters, transcripts, invoices, vouchers, records, payrolls, schedules, reports, title searches, judgments, lis pendens, index cards, time cards and similar materials;

Transcribes from tape-recorded material or longhand copy;

Files correspondence, memoranda, reports and other materials;

Makes entries on cards, bills, or in ledgers from original sources;

Makes arithmetical computations, of fees and taxes;

Answers telephone, providing information to callers, taking messages and making appointments;

Collects money and accounts for monies received;

Addresses envelopes;

Operates office machines;

Indexes materials and performs simple record keeping tasks;

May act as a receptionist, giving information and directing the public.

**MINIMUM QUALIFICATIONS:** (see general instructions and information)

This promotion examination is limited to current employees who are permanent full time for one year as a clerk in an agency administered by Warren County Civil Service. Promotion in the school districts: one year as a clerk or two years permanent full time as a Teacher Aide in the school district.

**SUBJECT OF EXAMINATION:**

**1. SPELLING:** These questions test for the ability to spell words that are used in written business communications.

**2. ALPHABETIZING:** These questions test for the ability to file material in alphabetical order.

**3. RECORD KEEPING:** These questions test for the ability to perform common record-keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record-keeping problems might involve organizing or collating data from several sources; scheduling; maintaining a record system using running balances; or completing a table summarizing data using totals, subtotals, averages, and percents.

**4. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test for skills and abilities in clerical operations with letters and numbers. You will be given questions which involve a variety of operations with letters and numbers. You must determine the specific answer to each question. The operations may involve alphabetizing, comparing, checking, and counting given groups of letters and/or numbers.

**NOTE:** A 'Guide to Taking the Written Test for Typist' is available upon request from the Warren County Department of Civil Service or online at [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm)

**NOTE:** Candidates who score 70 or above on the written portion of the examination will be required to qualify at a rate of 25 words per minute on a typing performance test that will be given at a later date. The performance test utilizes a standard keyboard and is given on a computer. No prior knowledge of computer software is required. Candidates will be given two opportunities to qualify on the performance test. The performance test may be waived for candidates who have previously qualified on a performance test at a rate of 25 wpm administered by this or any local municipal civil service agency.

**NOTE:** Unless otherwise notified, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are PROHIBITED. NO books or reference material will be allowed into the examination site.

**SENIORITY:** Points will be added to a passing score as follows:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years up to 26 years.....	5 points

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice). We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST YOUR SOCIAL SECURITY NUMBER AND EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**WAIVER OF FEE:** If you are eligible for Public Assistance and can verify the type of assistance you receive, the application fee may be waived. If you are unemployed and primarily responsible for the support of a household, you may also request a waiver.

**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**NOTE:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**NOTE:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit an application for veteran's credits and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veteran's credits may be obtained at the Warren County Department of Civil Service.

#### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice). Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

**NOTE:** If you have applied for any other examination held on the same day, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED:** July 15, 2013

**KATHLEEN BARRIE, PERSONNEL OFFICER  
MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845-9803**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

View all examination announcements on line at: [www.co.warren.ny.us/civilservice](http://www.co.warren.ny.us/civilservice)